

81-5604

ROUTING AND RECORD SHEET					
SUBJECT: (Optional) Proposed SIS Notice <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>					
FROM: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span> Deputy Director for Administration 7D18 Headquarters Building		EXTENSION <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px; vertical-align: middle;"></span>	NO.	DD/A Registry	
				DATE	81-2373
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
1.	DDCI		11/16	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span>	This proposed SIS Notice <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span> rescinding the mandatory requirement that SIS officers use 80 hours of annual leave and defining eligibility under the Agency's Achievement Awards Program, is forwarded for approval.
2.					
3.					
4.					
5.	DDA Registry				The Office of General Counsel has provided legal concurrence.
6.	RCD 1105 Ames Building				
7.					
8.					
9.					
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14.					
15.					

DD/A REGISTRY

F11 F<sup>a</sup> 08/11/1981

Approved For Release 2003/08/13 : CIA-RDP84B00890R000400060006-4

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Approved For Release 2003/08/13 : CIA-RDP84B00890R000400060006-4

015 81-1060

## ROUTING AND RECORD SHEET

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SUBJECT: (Optional)  
Proposed SIS NoticeDD/A Registry  
81-2373

FROM:

Deputy Director for Administration  
7D18 Headquarters Building

EXTENSION

NO.

DATE

STAT

TO: (Officer designation, room number, and  
building)

DATE

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

STAT

1.	DDCI	RECEIVED		FORWARDED	INITIALS	COMMENTS
		RECEIVED	FORWARDED			
2.						
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5.	DDA Registry					
6.	RCD 1105 Ames Building					
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This proposed SIS Notice [redacted]  
rescinding the mandatory  
requirement that SIS officers  
use 80 hours of annual leave  
and defining eligibility under  
the Agency's Achievement Awards  
Program, is forwarded for  
approval.

The Office of General Counsel  
has provided legal concurrence.

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SENIOR INTELLIGENCE SERVICE NOTICE

The DDCI desires that each member of the Senior Intelligence Service (SIS) receive a copy of the SIS notices. Accordingly, addressees are requested to ensure their proper distribution. The attached notice is the [redacted] in this series. One copy is provided for each member's personal file, and additional copies are included for administrative staffs (e.g., Personnel, Finance) providing support to the SIS. The DDCI also wishes that administrative officers bring the existence of these notices to the attention of personnel at the GS-15 level who may aspire to join the ranks of the SIS in the future.

If you require additional copies of current or past notices or have any questions relating to distribution of the SIS notices, please contact Regulations Control Division, extension [redacted]

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This Notice is Current Until Rescinded

Executive Registry  
81-5604

SIS NOTICE

16 NOV 1981

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1. Annual Leave Policy.

I have decided to rescind the requirement that SIS officers use 80 hours of annual leave during the leave year or forfeit any unused portion thereof. This decision is based on my belief that senior Agency officers are able to judge whether they should take annual leave and when it is appropriate to do so. Although I have rescinded the mandatory requirement, I enjoin each of you to take a minimum of two weeks annual leave during the leave year for your well being and the good of the Agency.

2. Eligibility for SIS Performance Awards and Cash Awards Provided for Under the Agency's Achievement Awards Program.

- a. SIS officers will be excluded from performance award consideration during the period they are on sabbatical or in a leave without pay status. However, they will be considered for any on-duty period during the rating cycle.
- b. SIS officers are also eligible for the Exceptional Accomplishment Award defined as: a "one-time task" exceeding normal expectation of accomplishment provided for under the Agency's Achievement Awards Program.
- c. SIS officers are not eligible for Special Achievement Awards, provided for under the Agency program, as this category of award duplicates the SIS performance award in that they are both based on recognition of sustained superior performance.

*/s/ B. R. Inman*

B. R. INMAN  
Admiral, U.S. Navy  
Deputy Director of Central Intelligence

DISTRIBUTION: SPECIAL

Distribution:

Orig - DDCI  
1 - ER  
1 - DDA Chrono  
1 - DDA Subject  
1 - RCD Chrono  
1 - RCD Subject

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Date

ROUTING AND TRANSMITTAL SLIP

13 NOV 1981

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date																		
1.	DDIS	BGC	13 Nov																		
2.	DIS																				
3.	EO/DDA	CH	13 NOV 1981																		
4.	ADDA	H	11-16																		
5.	DDA	J	11-16																		
<table border="1"><tr><td>Action</td><td>File</td><td>Note and Return</td></tr><tr><td>Approval</td><td>For Clearance</td><td>Per Conversation</td></tr><tr><td>As Requested</td><td>For Correction</td><td>Prepare Reply</td></tr><tr><td>Circulate</td><td>For Your Information</td><td>See Me</td></tr><tr><td>Comment</td><td>Investigate</td><td>Signature</td></tr><tr><td>Coordination</td><td>Justify</td><td></td></tr></table>				Action	File	Note and Return	Approval	For Clearance	Per Conversation	As Requested	For Correction	Prepare Reply	Circulate	For Your Information	See Me	Comment	Investigate	Signature	Coordination	Justify	
Action	File	Note and Return																			
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Comment	Investigate	Signature																			
Coordination	Justify																				

REMARKS

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DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

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Room No.—Bldg.  
1105 Ames

Phone No.

Chief, Regulations Control Division

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OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA

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